

TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL

NASA/GODDARD SPACE FLIGHT CENTER

REQUEST FOR TASK PLAN / TASK ORDER

QSS Group, Inc.	NAS5- 99124	TASK NO. 396	AMENDMENT	700-019-08-07-89	00
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TASK TITLE: (NTE 80 characters; include Project name)

Code 700 Quality Systems Maintenance

ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)		DATE	ORG CODE	MAIL CODE	PHONE
Carey F. Lively <i>Carey Lively</i>		9/27/00	730	408	301-286-8983
BRANCH HEAD		DATE	CODE		PHONE
James F. Andary <i>James F. Andary</i>		9/27/00	730		301-286-2269
CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)		DATE	CODE		PHONE
for Robert S. Lehair, Jr. <i>Deborah A. Clark</i>		9/27/00	560		301-286-6588
FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE? (If YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)		CONTRACTING OFFICER'S QUALITY REP.		DESIGNATED FAM:	
<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES					

The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reps and Certs.

(To be completed by Contracting Officer)

C.O. Requested Quote on:

Date: SEP 28 2000

Contractor will develop specification or statement of work under this task for a future procurement.	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
Flight hardware will be shipped to GSFC for testing prior to final delivery.	<input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> N/A
Government Furnished Property/Facilities:	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES - SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)
Onsite Performance:	<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES	If yes: <input type="checkbox"/> TOTAL <input checked="" type="checkbox"/> PARTIAL If partial, indicate onsite work in SOW by asterisk (*)
Surveillance Plan Attached:	<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
Highlighted Contract Clauses:	(to be completed by Contracting Officer)	

Per Clause H.14, Task Ordering Procedure, subparagraph (f), the effective date of this task order shall be 10/1/00.

INCENTIVE FEE STRUCTURE (check one)

(See Contract NAS5-99124, Attachment K, Incentive Fee Plan)

	No. 1	No. 2	<u>X</u> No. 3	No. 4	No. 5
Cost	10%	50%	25%	25%	%
Schedule	15%	25%	25%	50%	%
Technical	75%	25%	50%	25%	%

(To be completed by Contracting Officer)

The target cost of this task order is \$ 54,797.

The target fee of this task order is \$ 3,562.

The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ 58,359.

The maximum fee is \$ 5,206.

The minimum fee is \$0.

THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"

<i>Theresa J. Becker</i>	<u>11/1/00</u>	<i>Theresa J. Becker</i>
SIGNATURE OF CONTRACTING OFFICER	DATE	TYPED NAME OF CONTRACTING OFFICER

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CONTRACTOR	CONTRACT NO./TASK NO.	TASK NO.	AMENDMENT
QSS Group, Inc.	NAS5- 99124	396	

Applicable paragraphs from contract Statement of Work:

STATEMENT OF WORK: (Continue on blank paper if additional space is required)*This is a follow-on to Task 180 under this contract; uninterrupted transition is required.*

The contractor shall provide system engineering services for the development of system engineering procedures for maintaining quality within STAAC. This shall include the review of all (STAAC) Code 700 processes and the development of documentation relating to procedures, processes, and quality systems.

The following specific activities are required:

- Review all GSFC management directives that have an impact on Code 700 and understand the implications of the directives as feasible. Understand the requirements of ISO 9000 and the requirements of ISO on the GSFC and STAAC procedures. Conduct a requirements traceability and flowdown analysis of Code 700 procedures, guidelines, and process documents for completeness and correctness. Develop a requirements traceability matrix of all requirements and their impact on Code 700. Develop this matrix from the bottom up from Code 700 requirements.
- Develop and demonstrate familiarity with the GDMS capabilities and procedures. Update and submit to GDMS, Code 700 documents in development or in need of modification.
- Support the development of STAAC procedures which support GSFC policies and directives.
 - Provide services in the development of systems engineering procedures and handbook.
 - Demonstrate systems engineering procedures through filed applications and project support.
- Provide systems engineering services on an as required basis for SOURCE program and others, as necessary.

PERFORMANCE SPECIFICATIONS:

Documents delivered and task analyses shall be compatible with the GDMS and GPG 8730 and standard system engineering methods.

Reports and Documents: Technical performance will be based on thoroughness and completeness of written reports. Acceptable performance is that the ATR is satisfied that the material reflects the proper level of technical expertise and meets the objectives of the activity.

Technical Progress Report: Report format in accordance with the contract. Acceptable performance is that the ATR is satisfied that he is being kept informed of the status of work performed and of issues requiring his attention.

Management: Performance will be measured against the following metrics: (1) accomplishment of objectives; (2) clear, incremental progress; (3) responsiveness to issues; (4) efficient and appropriate staffing; and (5) coordination with and good working relationship with ATR and other related contractor efforts, if applicable.

APPLICABLE DOCUMENTS:

All documents in the GDMS.

Other reference material relative to systems engineering processes and procedures.

TASK END DATE: 9/30/01**MILESTONES/DELIVERABLES AND DATES:**

- Respond to NCR's -- within 10 days from ATR's request
- Provide services to the ATR for preparation of systems engineering procedures -- 9/30/01
- Provide services to the ATR in preparation of document updates to GPG and PG -- 9/30/01
- Technical Progress Report -- Monthly, 15th of the month
- Memos and reports on systems engineering activities under Item (d) -- within 5 days of the activity

PERFORMANCE STANDARDS:

Schedule: On-time delivery/completion of the above milestones and deliverables
Technical: ATR's acceptance of the above.

FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):

Carey Lively, Building 16W, N077